Premier 3

The Premier Word Processor

Circle Software

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Preface

The word processor described in this manual is a *Premier Application*, supplied as a command file, written in Premier's own command language, which when run within the Premier environment, configures the program as a fully featured, WIMP based word processor.

Since, like all Premier applications, it runs within the Premier environment, the full power of the command language, and indeed all the many features of Premier, are fully available at all times.

This manual, however, is restricted to describing the features defined within the word processor command file, and you should refer to the main Premier User's Guide and Reference Manual for full details of the command language, and other features.

Circle Software reserve the right to make changes and improvements from time to time, which may cause minor differences between the application supplied and the contents of this manual. Details of such changes will be supplied, where appropriate, within a text file on the application disc.

It should also be pointed out that the command file forming this application may be modified by the user, to re-configure any or all of the features of this application to suit individual requirements.

Getting Started

This chapter describes how to install the Word Processor application, and how to begin a new document. You are expected to be familiar with the Archimedes Wimp system, and understand the terms *clicking*, *dragging*, etc. If this is not the case, please read the Welcome Guide supplied with your machine, before proceding.

Installation.

If you purchased this word processor as part of your Premier System, then you should follow the installation procedure described in the Premier User's Guide, and skip this section.

If you have purchased this word processor separately, as a later addition to your Premier System, then you need to install it as described here.

All Premier command files are contained within a sub-directory of the `!Premier` directory called `Commands`, and within this there is another sub-directory, called `Applics`, which contains all Premier application command files. All files within this `Applics` directory are displayed as a sub-menu to the Premier icon bar menu, when the `Applics` option is selected. There also exists a corresponding directory structure within `!Premier.object`, which contains compiled code versions of all command files, (See the Premier User's Guide).

All that is necessary to install the word processor application is to overlay the `!Premier` directory structure contained on the application disc supplied, onto the existing `!Premier` directory structure on your working disc. Basically this may be done by dragging the `!Premier` directory from the application disc directory window, onto the directory window

containing your working `!Premier` directory. This is described below.

Single Disc Machines

If your computer has a single floppy drive only, proceed as follows. Click the mouse menu button over the '*A*' icon to the right of the icon bar, and select *Task display*. From the task window which appears, scroll down and find the *RAM disc* item, and drag it's slider until at least 100K of memory allocation is indicated. Close the *Task display* window.

Now click select over the RAM drive icon on the left of the icon bar, to display the RAM drive directory window.

Insert the Premier application disc in the floppy drive, and click on the floppy drive icon to open it's directory window.

Copy the `!Premier` directory from the floppy disc to the RAM drive, by dragging it's icon from one window to the other. You should now remove the application disc and store it in a safe place, and insert your working copy of Premier.

Lastly, click the floppy icon again to display your Premier disc directory, and drag the `!Premier` icon from the RAM drive window, onto your Premier disc window.

Two Disc Machines

If you have two floppy drives insert the Word Processor application disc into one, and your working Premier disc into the other, and click on both floppy drive icons to display their directory windows.

Then, simply drag the `!Premier` directory icon from the *applications* disc onto your *working* disc, making sure you do

this the right way around!

Hard Disc Machines

First open the directory window which contains your working Premier application on your hard disc, if this is not the root directory.

Load the Word Processor application disc into the floppy drive, and click on it's icon to display the floppy directory window.

Lastly, drag the `!Premier` icon from the floppy window, into the hard disc directory window containing your working Premier directory.

Starting the Word Processor

Premier allows you to select any installed application directly from the icon bar menu. To do this, start Premier by clicking it's icon within your working directory window, to install it on the icon bar, in the usual way.

Display the icon bar menu by clicking the *menu* button over the Premier icon on the icon bar, and select the `applics` option by sliding the pointer over it's arrow in the usual manner. This will cause a menu containing all installed applications to be offered, from which the WordProc application may be selected.

Loading should only take a second or two, after which a message confirming the action will be displayed. If, at a later date, you modify the application command file, loading may take anything up to 30 seconds or so, while Premier re-compiles the command file. Subsequent loading will be at the normal speed.

Creating a New Document

A new blank document may be created by clicking the select button on the Premier icon on the icon bar. This will produce a window titled `Window`. Further windows will be titled `Window-1`, `Window-2`, etc. You can create a window having your own title, using the `window` command, described in the Premier Reference Manual.

All new windows are displayed stacked one beneath the other in the top right hand corner of the screen, so that their window titles are visible. A good plan is to leave them in this position, and toggle the window required to full size using it's top right hand *toggle* icon.

You will find that this brings the selected window to the front, to fill the screen, and that when toggled back to it's original size, it will be replaced in it's original position within the window stack. In this way, all windows will be instantly available, and your desk top will remain tidy.

Application Menus

If you have only loaded the Word Processor application, and you click the *menu* button over your new window, the Word Processor menu will be displayed. However, if more than one application has been loaded, then a top level *Premier* menu will be offered, displaying the loaded applications. Selecting `WordProc` from this will cause the Word Processor menu to be displayed.

The options available from this menu are explained in a later chapter, together with a description of the function key actions, etc.

The Input Focus

As with all desk top applications, it is necessary to ensure that your new window has the *input focus*. This firstly means that all keys typed will be delivered to Premier, rather than some other desk top application, and secondly that Premier knows which window you require characters to be entered into.

This is easily forgotten, particularly when trying to get Premier to obey the function keys; Premier must have the input focus, or your key strokes will not be delivered to it by the computer operating system, and it will not know you are typing anything!

To select a window, simply click the select button while the mouse pointer is over the window required. As with all desk top applications, selected Premier windows are shown having a lighter coloured title bar, in this case a lighter shade of green.

The use of colour for window titles ensures that Premier windows are instantly recognisable, and easily distinguished from directory viewers, etc. The choice of the paper, or background, colour is selectable by the user from the icon bar menu, (see the User's Guide).

Margins and Things

If you expand your new document to full size, you will observe several features displayed within the window.

Firstly, a grey outline box may be seen, and this indicates the position of the global page margins. All entered text will be displayed within this box.

Secondly, if you scroll the window down to the bottom using the scroll bar, you will see a gray shaded area below the bottom of the margin box. This is the paper perforation skip area, with the perforation itself shown as a dotted line.

These features currently show the default settings, which may be changed, as described later.

When you begin to type, you will also find that keys such as *Return* or *Tab* leave a grey character on the screen. These are known as *control characters*, as they are not printable themselves, but do control the formatting of the displayed text. They are editable like any other character, and you need to know where they are.

Naturally, the margin box and control characters are not shown in any printed output.

Entering Text

You may now begin typing directly into your new document, and should note the following.

Premier will automatically wrap any word which over flows the right hand margin, onto the next line, by breaking the line at the *last* space before the offending word, ensuring that no wrapped lines starts with a space. If you want to start a new line, simply type the **Return** key where required, and enter any leading spaces as required.

If a line has no spaces it will extend over the margin, and ultimately off the page!

You should also note that Premier makes no assumptions regarding paragraphs. If you require a blank line, or maybe two, between paragraphs, simply type them in. This gives you

complete flexibility, and permits things like tables or other items to be entered on adjacent lines, without hassle.

As an example of how Premier may be altered to suit *you*, if you require paragraphs to be always separated by a blank line, it is a simple matter to re-define the **Return** key, to insert two newline characters, instead of one. This is explained in a later chapter.

Editing

As you type, you will soon make a mistake which requires correcting! The simplest method is to delete the characters just typed, by using the **Delete** key, or if you prefer, the **backspace** key, (To the left of the **Insert** key, marked with a back arrow). Both of these keys are programmed to have the same action, and delete the character to the *left* of the cursor.

If you delete too many characters by this means, the **Insert** key will replace the character last deleted. You may also use the **Copy** key, to delete the character to the *right* of the cursor.

Cursor Movement

More often, you will spot an error further up the page, and will need to correct this. This entails moving the cursor, or *caret* as it is sometimes called, through the text, until it is positioned next to the error. Premier provides many ways of moving the cursor around a document.

The simplest way when moving short distances, is to use the cursor keys, which will move the cursor one character left or right, or one line up or down.

It should be noted here, and you should try this, that when moving onto a blank line, the cursor will move to the left margin. However, moving further, onto an occupied line, will restore the cursor to it's previous column position.

This happens because the cursor will not go where there is no text. If you want to type in 'empty space', then space or tab characters must be inserted.

When moving larger distances, quicker methods are available. For instance, holding down the **Shift** key while using the cursor left or right keys, will cause the cursor to move by one word at a time. Using these keys with the **Ctrl** key held down will move the cursor to the end or beginning of the current line.

To move between pages, the **Page Up** and **Page Down** keys may be used, which will move the cursor up or down by the defined page length, placing it on the same line on the previous or next page.

Lastly, the cursor up and down keys used while holding down the **Ctrl** key will move the cursor to the top or bottom of the entire document. The **Home** key will also move the cursor to the start of the document.

The mouse pointer may also be used to position the cursor, by pointing it at the position required, in any window, and clicking the select button.

Saving Your Work

To conclude this brief introduction, we must save the new document to disc, or it will be lost when the computer is switched off.

As with most things within Premier, there are many methods of doing this, but the simplest is to use the quick save facility provided on function key **F3**.

Pressing this key will cause a prompt window to appear, containing the name you gave to the window. If you type the **Return** key, the file will be saved in the current *default directory*, with the name shown. If you wish to save it in another directory, or you are not sure where the default directory is, you may edit the displayed name to provide a full path name, before typing **Return**.

It is of course possible to save a file by dragging it's icon from the Premier *Saver* dialogue box, accessible from the *SaveDoc* menu option. This box is fully explained in the Premier User's Guide.

More Complex Editing

This chapter describes how to mark blocks of text, move, copy or delete them.

Marking Text.

There are many situations where something needs to be done to a whole block of text, rather than to a single character, and in these circumstances it is necessary to mark the text concerned, and there are two main ways of doing this.

Firstly, function key **F6** may be typed to mark one end of the required text, the cursor moved to the other end, and key **F6** typed again. The marked area will be shown in reversed red text.

You may find this method the quickest when the cursor can be moved to the required position easily between using key **F6**, say by moving to the end of the line, (Ctrl *cursor right*), or by using the **down cursor** key. Function key **Shift F6** will clear any marked section.

Alternatively, the mouse pointer may be used. To do this, first position the pointer to the start of the area to be marked, then press the *select* button *and hold it down* for a second, before *dragging* the pointer to the end of the block to be marked. The text will be marked as you drag the pointer, allowing the required area to be adjusted as desired. When the text is suitably marked, release the *select* button.

Whenever the select button is clicked again, the currently marked area will be cleared, ready for marking a new area. If you wish to re-adjust the marked area after releasing the select button, the adjust button may be used.

Moving & Copying Marked Text.

Text marked as described above may be moved or copied to a new location by positioning the cursor to the new position, either using the cursor keys, etc, or by clicking the mouse adjust button, and typing key **F7** (Copy) or **Shift F7** (Move).

The **Copy (F7)** key causes a copy of the marked text to be inserted at the new location, while **Move (Shift F7)** does the same thing, but deletes the marked text from it's original position. It follows that after moving, there is no marked section defined, but after copying, the original marked area is preserved.

Note that the destination position for the move or copy may be in the same, or another window, to transfer text directly between documents.

Moving and copying may also be carried out from the menu options, as explained in a later chapter.

Cut & Paste Actions.

Marked text may also be deleted entirely from the document, but just to be on the safe side, such text is moved into a Paste Buffer, or Clip Board, from where it may be retrieved if required.

Function key **F6** may again be used, this time with the **Ctrl** key, to cut any marked text, and place it on the Clip Board. Each time this is done, the Clip Board is cleared first.

Text on the Clip Board may be *pasted* back into any document, by first positioning the cursor at the required position, and using function key **F5 (Paste)**. This does not clear the Clip Board, so that the text may be repeatedly

pasted into several locations if required. To clear the Clip Board, use **Shift F5**.

Menu option are provided to cut marked text, clear the Clip Board, or to append marked text to the Clip Board, without clearing it first. This is described in a later chapter.

Selecting Font Styles.

Font changes, and other effects, are controlled within Premier by the insertion of *dynamic items* within the text, at the points where the required effect is to be turned on or off. Dynamic text is fully described in the Premier User's Guide. For now, it is only necessary for you to understand that invisible, embedded control items are used to achieve the required font or formatting changes.

Function key **F1** has been defined to provide a quick method for inserting the necessary dynamic items, to display **bold**, *italic*, or <u>underlined</u> text, when used with the **Shift**, **Ctrl**, or both keys.

To enter a section of text in say *italic* font while typing, simply type **Ctrl F1**, then continue typing. Note however that you have now inserted the dynamic item required to turn this style *on*, and it is necessary to use the same key again to turn the effect *off*.

Cancelling Font Styles.

Since font changes are effected by embedding dynamic items within the text, the only way to cancel the effect is to remove the embedded item. This is a simple matter, and is explained below under *Removing Dynamic Items*.

If you remove a dynamic item which initiates a font change,

you *must also* remove the item which turns the effect off, at the end of the text section. If you do not do this, the *font off* item will be interpreted as a new *font on* command, causing the rest of the document to be affected. Font change commands actually *toggle* the appropriate effect on or off.

Using the Menu Options.

As described in a later chapter, menu options are provided for changing font styles over marked text areas. These function by inserting the appropriate dynamic items at either end of the marked section.

For the reasons explained above, first selecting say *green* font, then selecting *black* font, for the same marked section. will leave two sets of dynamic items embedded at either end of the section. Selecting *black* will *not* remove the green effects.

Premier can not do this, as dynamic items may be used for any number of reasons, and both effects *may* be required. For example, you may require both **bold** and *italic*, to produce ***bold italic font***, and would not want the first effect to be removed when the second is inserted.

The menu options are explained in full, in a later chapter.

Tabs.

The **tab** key will insert a single tab character directly into the text. The effect on the text formatting will depend on the current column position, and the current tab settings (tab stops). By default, tab stops are set every eight columns from the left hand edge of the page. Changing these settings will have a consequential effect on the whole document.

Since tabs are single characters, the cursor will appear to jump over the following spaces, which are not *really* there. Tab characters are displayed as right facing arrows, which may be deleted just like any other character, using the **Delete** or **Copy** keys, as described earlier.

Newlines.

These characters are used to force a new line start, and are inserted using the **Return** key. They are displayed on the screen as backward facing arrows, and may be deleted just like any other character, to re-join two lines.

When paragraph breaks are required, two or more newline characters may be inserted as desired. Paragraphs are not recognised as specific entities within Premier.

Global Formatting

This chapter describes the control of a documents global format, that is, the overall page size, and default margins and tab settings.

The Format Command File.

When a document is first created, default settings for the overall page size is used, which corresponds to A4. Margins are set to allow three header and three footer lines per page, with a perforation skip area of six lines between pages. These defaults may be changed using the `defaults` command within the `Config` file. (See the Premier User's Guide).

It is quite possible to change these settings after a document has been created, either from the menu options described later, or by giving direct commands in the command dialogue window.

If you created and saved a file called -

```
<Premier$Dir>.Documents.Letters.New"
```

a file containing commands defining the global format settings is created, called -

```
<Premier$Dir>.Commands.Formats.Letters.New"
```

This file is fully maintained by Premier, and should ***not*** normally be touched. However, it is possible to edit this file *before* loading the relevant document, to make global changes, although this is easier to do using the menu option *after* loading the document.

The Document Command File.

Each document file (type PremDoc) may optionally have a command file within the Commands sub-directory, which can contain any series of Premier commands specific to the document.

This file is automatically executed whenever the document is loaded, and may contain any formatting macro definitions, header and footer definitions, etc. It may also contain other commands, perhaps to open a required data file, or to set up variables, etc.

This file may be created, loaded and saved from the Word Processor Application menu, described later.

The name of this command file will be the same as the document, but residing in the *Commands* sub-directory, rather than the *Documents* sub-directory. i.e. If the document is named:-

```
<Premier$Dir>.Documents.Letters.New"
```

the command file will be called:-

```
<Premier$Dir>.Commands.Letters.New"
```

If you use the menu options provided to manipulate this file, you will not need to worry about where it is kept.

Dynamic Formatting.

This chapter describes how the format of a document may be changed at any point throughout the text, by embedding a suitable dynamic item at that point.

Before proceeding further, you should read the chapter on *Dynamic Text*, in the Premier User's Guide, and familiarise yourself with the various type of dynamic text items.

Entering Dynamic Items.

Dynamic items may be entered at the current cursor position, by typing function key **F1**, (Enter). This will cause a white box to be displayed at the cursor position, with the caret displayed within it. It is only necessary to type in the dynamic item, followed by the **Return** key, to embed the item within the text. When this is done, the document will be reformatted from that point onward, so that any changes caused by the new item may be correctly displayed.

The dynamic entry box is in fact a normal Wimp *dialogue box*, and all the normal editing facilities are available within it, (see the Premier User's Guide).

Dynamic Tab Stops.

Tab stops, and other format conditions, may be redefined at any point within a document, by embedding a *dynamic item* defining the new requirements, wherever the format is to be changed. The new format conditions will apply for the rest of the document, or until redefined.

For example, to enter a table of figures, in three columns at positions 20, 35 and 50, we need to define tab stops at these columns. This may be done by first opening a *dynamic entry*

box as explained above, and entering the item;-

```
{tabs 20,35,50}
```

followed by the **Return** key. From this point in the document onwards, there will be only three tab stops, set at the columns specified.

Defined Column Tabbing.

It is possible to position text to start at a defined column, without using normal tab stops. This is done using the `tab` command, (not to be confused with the plural `tabs` command used above), which may specify a single column. If the specified column has been passed, the command is ignored. For example:-

```
{tab50}
```

will tab the following text to column 50, without disturbing the current tab stops defined using the `tabs` command.

Justifying Text.

Text may also be centred or right justified by embedding dynamic items containing the command words `centre` or `right`. For example:-

```
{centre} or   {right}
```

If the text is too long, or if the item is embedded too far along the line, it will be ignored. The text affected extends from the position of the embedded item up to the end of the line. To avoid ambiguity, the line should end in a *newline* character, i.e. by typing the **Return** key, and not used within a word wrapped area.

Full justification of a section of text may be achieved by embedding the commands items:-

```
{justify on}  and  {justify off}
```

either end of the paragraph or section of text. This will cause *soft spaces* to be randomly inserted to pad each line to exactly fit between the current margins. These spaces are shown as dots, in the current control character colour. As with tab fields, they cannot be edited, and the cursor will jump over them.

Marrgin Changes.

The margins displayed by the outline box on the screen, are the defaults for the whole document, but may be changed at any point to produce indented paragraphs, etc.

When defining dynamic items to achieve this, the system variables *leftmargin* and *rightmargin* may be used. These always refer to the *default* margins, not the local margin settings. This enables the margin changes to be made with reference to the global settings, in a manner that will change when the global settings are changed.

For instance, consider the following dynamic item:-

```
{margins leftmargin+5, rightmargin-5}
```

This item redefines the margins to be 5 columns inside the displayed outline box, and these setting will move if the defaults are changed.

The dynamic item:-

```
{margins leftmargin, rightmargin}
```

will restore the default settings.

Formatting Macros.

Where a document requires several pre-defined formats, perhaps used several times throughout the document, it is more efficient, and convenient, to define command *macros* for each format style. Defining command macros is described in the Premier User's Guide.

As an example, suppose indented, fully justified paragraphs, displayed in italic text, were needed in several places, the following two macros could be defined in the document command file, (see above), and their names inserted before and after each indented paragraph as dynamic items. Note that {braces} are not required around macro names, when entering them as dynamic items.

```
macro "FormOn"
{
     justify on
     FI
     margins 20, 55
}

macro "FormOff"
{
     justify off
     FI
     margins leftmargin, rightmargin
}
```

Editing Dynamic Items.

To edit a dynamic item, first position the cursor *before* the text position where the item is embedded, either using the

cursor keys, or by clicking the mouse. Then move the cursor forwards one character at a time using the **cursor right** key. When the cursor moves onto the embedded item, a small white box will appear, at the cursor position, displaying the dynamic item.

Further movement of the cursor will cause this box to disappear again, and the cursor will *appear* to be unmoved. In fact it has now moved over the invisible dynamic item. If several items exist at the same point in the text, further use of the **cursor right** key will cause the next item to be displayed as before. By repeated use of the **cursor** key, the cursor may be positioned between any two dynamic items, so that text may be inserted where required.

If there is an error in the entered item, this will be reported in the usual manner, and the item will not be embedded.

While the dynamic entry box is displayed, the caret may be positioned within it by typing **F1** (Enter), or by clicking *select* while the mouse pointer is over it. While the caret is within the box, all normal dialogue box editing features are available, allowing the item to be edited as necessary.

Removing Dynamic Items.

To completely remove a dynamic item, it is only necessary to delete the entire contents of the dynamic entry box, before typing **Return**. This may be done, for instance, using **Ctrl Copy** while the caret is at the start of the item. When the box is empty, typing **Return** will remove the box, and the embedded item.

The Word Processor Menu

This chapter describes the menu defined within the Word Processor Application command file. Each sub-heading gives the *menu tree path*, for quick reference.

If you only have the Word Processor application loaded, then clicking the mouse *menu* button over any Premier window will cause the word processor menu to be displayed.

If more than one application is loaded, then a ***Premier*** menu will be offered showing the applications available. In this case selecting WordProc will cause the word processor menu to be displayed.

Find

This option leads directly to the Premier *Find & Replace* dialogue box, which is fully described in the Premier User's Guide.

Marked

This option provides actions concerning a marked area of text. If no area is currently marked, this option will be faded, and non-selectable. If selected, the following sub-menus will be offered.

Marked-Cut

Selecting this option will cause the clip board to be cleared, and the marked area to be cut out of the document and placed on the clip board. This action removes the area markers.

Marked-Append

This behaves as *cut* above, but appends the marked text to the end of the clip board buffer, without clearing it first.

Marked-Copy

This makes a copy of the marked text at the position of the currently selected marker.

To use this option, first mark the area of test to be copied, by dragging the mouse pointer, or by using the **Mark** function key (**F6**). Then place the cursor at the position where a copy of the marked text is required, either in the same window, or in another.

To do this, it is necessary to use the *adjust* button, (or cursor keys), as the *select* button will un-mark the marked area. Also ensure that you simply *click* the mouse button briefly, as a *drag* is used to adjust the marked area.

After the copy action, the marked area is retained in case another copy is required. A mouse select *click*, or the **Remove** function key (**Shift F6**), may be used to clear it.

Marked-Move

This option may be used in a similar manner to the above. After the copy is done, the marked text is deleted and the area markers removed.

Marked-Style

Using this option, the style of font used in the marked area may be changed. The font change is effected by inserting the appropriate *dynamic items* at the two marker positions.

before and after the marked text area.

Selecting this option, by sliding the pointer over the arrow to the right in normal desk top fashion, will cause a sub-menu to be displayed, offering the available font styles. Selecting any of these will cause the dynamic items to be inserted, and the screen updated showing the new font style.

The text area is left marked, in case another selection is required. To remove font changes, it is necessary to remove the dynamic items, as described in the last chapter.

Marked-Colour

This option allows the displayed font colour to be changed within the marked area, and functions in a similar manner to the *Style* option described above.

It should be noted however, that selecting more than one colour simply results in two sets of dynamic items being inserted at the marker positions, with unpredictable effect. To change a colour, the dynamic items should be edited or removed, as explained in the previous chapter.

Marked-Justify

Three option are provided in a further sub-menu, when this is selected, offering *full*, *centre* and *right* justification.

Full justification would normally be applied over a complete paragraph, and is achieved by inserting the appropriate *dynamic items* at the *ends* of the marked area. To fully justify the entire document, it is simpler to use the **Enter** function key (F1) and enter the single *dynamic item* {justify on}, at the start of the document.

The Centre and Right justification options simply insert the appropriate *dynamic item* at the *start* of the marked area. The actual text affected extends from this position to the end of the current line. To avoid ambiguity, this should be a *hard* newline, inserted using the **Return** key.

Marked-PrintArea

As might be expected, this option simply sends the marked area to the printer. If this area starts in the middle of a line, the printed output will start at the left margin. Following lines will be correctly formatted.

Marked-UnMark

This may be used to clear the marked area, which may also be achieved by clicking the *select* mouse button in the marked window.

InsertItem

This leads to a sub-menu allowing quick insertion of various items at the current caret position.

InsertItem-ClipBoard

This option copies the current content of the clip board to the caret position. The clip board is not cleared.

InsertItem-DateNow

The current date is inserted into the text at the current caret position. This is **not** a *dynamic item*, but hard text with may be edited. It should be used where today's date is permanently required, and will be unchanged tomorrow.

InsertItem-TimeNow

This is similar to DateNow described above, and permanently inserts the time at which the option is selected.

InsertItem-NewPage

When it is required to force the start of a new page, this option may be used to insert the command at the caret position. All following text will appear on the next page.

This action is achieved by inserting the *form feed* character (ASCII 12) into the text. This character appears as a down pointing arrow in the current control character colour, and may be edited like any other character.

This character may also be inserted using key **Ctrl-P**, from the keyboard.

InsertItem-Dyn_Date

Selecting this option causes a *dynamic text item* to be inserted at the caret position, which will always display the *current* date, *not* the date on which it was entered.

InsertItem-Dyn_Time

As with the above option, this inserts a *dynamic text item* displaying the current time. The displayed time will be updated whenever the screen is redrwn, or when the document is printed.

Format

This menu item gives access to sub-menus allowing the *global* document format to be changed. They do *not* insert

local format changes, which must be done by dynamic text insertions, (via function key **F1**).

Format-SetMargins

This sub-menu option offers a dialogue window displaying the current left and right margin settings. These values may be edited as required, and the **Return** key used to implement the changes.

Format-SetPaper

This option works in a similar manner to the above. Typing **Return** after editing the displayed numbers, will cause the screen to be updated as required.

Format-SetTabs

The current tab stop settings are displayed as a comma separated list, which may be edited to effect any required changes. As with the above options, the **Return** key must be used to implement the changes, and update the screen.

Format-FormFile

As explained elsewhere, any Premier document, (of type PremDoc), may optionally have an associated command file containing any required Premier commands, defining variables, macros, functions, etc, required by the document. This file is executed automatically whenever the document is loaded.

This menu option presents facilities for creating, editing, and saving this file.

Format-FormatFile-ViewFormat

Assuming a format file exists, selecting this option will load the file and display it in a window ready for editing.

Format-FormatFile-CreateFormat

This option will create a new empty format file, and display it for editing. No check is made that such a file already exists.

The new file will contain a heading comment, giving the document file name, and the time and date of creation.

Format-FormatFile-SaveFormat

Having edited the format command file, this option will save it back to disc, and execute it.

If there are any errors, these will be reported in the *Journal* window. Any errors should be corrected, and the file re-saved.

LoadDoc

This menu option is provided to allow quick loading of documents in the `<Premier$Dir>.Documents` directory, by offering a sub-menu of all files found there. This avoids the necessity of displaying the appropriate directory viewer, and dragging icons.

SaveDoc

Selecting this option causes the Premier Filer dialogue box to be displayed, allowing the currently selected document to be saved to disc. The use of this facility is fully explained in the Premier User's Guide.

ClearClip

If the clip board is empty, this option will be unselectable.

If selected, it has the same action as the **Clear** function key, **(Shift F5)**, and removes all text from the clip board buffer.

PrintDoc

This option provides full control of all printing operations, by offering several sub-menus.

PrintDoc-Pages

Selecting this option presents a dialogue box showing the range of pages in the document, (i.e. 1, 5). To change this when a limited range of pages is required, simply edit the numbers displayed, and type the **Return** key.

This option does **not** start the printing action.

PrintDoc-Copies

This functions in a similar way the the above, by default being set to a single copy. If more are required, simply edit to show how many you require, and type **Return**.

This option does **not** start the printing action.

PrintDoc-Printer

Normally, the printer in general use is defined in the Config file, described elsewhere. This option allows the selection of printer to be checked, or changed.

A sub-menu is offered, showing all the printer files to be found in the <Premier$Dir>.Commands.Printers sub-directory. The current one will be displayed ticked.

Selecting any displayed printer will cause that printer configuration file to be executed. See the chapter on printing in the Premier User's Guide, for more information.

PrintDoc-Go

When all the conditions required are correctly set, this option will initiate printing.

The printing process may be aborted using the **Esc** key.

MailMerge

The mail merge option provides full control over printing multiple copies of the current document, while selecting successive records from a data base file.

It is assumed that the document includes the names of fields in the data base file, as *dynamic items* within the text, so that successive printouts contain data from successive data file records. These need not be names and addresses, but may include any data required.

MailMerge-MailList

Selecting this option causes a sub-menu to be displayed, offering the contents of the data sub-directory <Premier$Dir>.Data.Addresses.

Selecting any of these options will cause the data file to be opened, and the first record to be read.

MailMerge-EditList

The current data file may be loaded into a window and edited using this option. If there is no data file currently selected, the option is faded and un-selectable.

Open files cannot be loaded, so Premier will close the file before loading, cancelling it's status as the current data file.

After editing, it must be saved and re-selected using the above option.

Note that you must always preserve the record structure and field widths while editing a data base file in this way. The following option allows a more controlled editing environment.

MailMerge-DataBox

Assuming that a data base file has been selected, this option will give access to the Premier Data Base Dialogue box, allowing all manner of operations. This is fully described in the Premier User's Guide.

Using these facilities, the data may be indexed to allow printing in sorted order, or filters to be applied to select a sub-set of the total data file.

MailMerge-PrintMail

When the required data file has been selected, this option will initiate the printing action.

Printing will continue until the end of the data base file is reached, or may be interupted by the **Esc** key.

Show

This last option provides quick access to various system information. All these items are accessible using the `Show` command from the *Command* dialogue box.

Show-Words

Displays the number of words in the current document.

Show-Characters

Displays the total number of characters in the current document, i.e. the file size in bytes.

Show-Time

Displays the current time.

Show-DateFormat

This option displays the current date format string, and allows editing to change the format used. The change is only effective for the duration of the session. Permanent changes should be entered in the Premier config file, or in a document's format command file.

Date formatting is fully described in the Premier *User's Guide.*

The Function Keys

This chapter describes the use of the function keys provided by the Word Processor Application. Other keys may be defined, or re-defined by other applications.

Each key is given by number, and the legend shown on the key strip. The **Shift** and/or **Ctrl** key must also be used to access some if these actions.

Key F1 - Enter

This key controls the insertion of *dynamic items* within the text of a document. Note that this is only meaningful within a PremDoc type file.

Used straight, this key opens a dynamic entry dialogue window, allowing a *dynamic item* to be entered at the current caret position. If such a window is already displayed, as a result of a cursor movement for example, this key will position the caret within it, to allow editing. This is explained in an earlier chapter.

Used with the **Shift** and **Ctrl** keys, pre-defined dynamic items may be entered to control font selections while typing, to produce **bold**, *italic*, underlined or mixed font styles. This is fully explained in an earlier chapter.

Key F2 - Load

This key allows a quick method of loading a named file, by providing a simple dialogue box into which a file name may be entered. Typing **Return** will load the named file.

Key F2 - Record

The Premier key stroke recorder is turned on by this key. All keys, and some mouse actions, are recorded for later replay. If recording is already in operation, this key will stop it.

Key F2 - Replay

A previously recorded key sequence may be replayed using this key. If recording is still in operation, it is terminated before replay commences.

Key F2 - Ins/Over

Use of this key toggles Premier between text insert, and text overwrite modes. The default is insert mode, where characters typed are inserted between existing characters. In overwrite mode, existing characters are replaced by the new characters.

Key F3 - Save

As with **F2**, this key provides a quick method for saving the current document, by presenting a dialogue window displaying the current file name. This may be edited if required, before typing the **Return** key to save the file.

Key F4 - Find

This key provides a quick method of finding specific text items, by offering a prompt for the text to be found, displaying the last item requested. This may be edited if required before typing **Return** to initiate the find action. The menu option should be used if the *Finder* dialogue box is required.

Key F4 - Command

The Premier command entry dialogue box may be displayed using this key, for direct entry of any Premier command. The use of this is fully described in the *Premier User's Guide*, and the commands syntax in the *Premier Reference Manual.*

Key F5 - Paste

Assuming there is text on the clip board, this key will *paste* it into the current document, at the caret position.

Key F5 - Clear

Clears all text from the clip board buffer.

Key F6 - Mark

This key may be used to define a marked section of text. When typed for the first time, a single marker is placed at the caret position. The caret should then be moved to the end of the required section of text, and the key used a second time.

Subsequent uses of the same key will re-position the last marker placed, allowing adjustment of the marked area.

Key F6 - Remove

This has the same effect as a mouse click, and clears any text markers.

Key F7 - Copy

This key acts on any marked text area. To use it, first mark the area required, either with F6 or by mouse dragging. The

marked text may then be copied to a new caret position, using this key.

Key F7 - Move

This key acts similarly to the above, but deletes the marked area after the copy action.

Key F7 - Cut

This key cuts the marked section of text, and inserts it onto the Clip Board. The Clip Board may be cleared first using **F5**.

Key F12 - Star Cmd

This key is not processed by Premier, but passed to the operating system, to allow system commands to be entered. These commands may also be entered in the Premier command window, using the '*' command. (See the Premier Reference Manual).

Key F12 - Exit Desk

This key is also passed to the operating system, and will cause an exit from the desk top.

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